

# MINUTES

## MI-MORT Meeting

**Date: June 28, 2018**

**Time: 10:00 a.m. – 12:00 p.m.**

Meeting called by Shelley Norris Chapman

**Attendees:** Brook Babcock, Dr. Gary Berman, Kiesha Dixon, Rick Drummer, Jerry Ellsworth, Dr. David Foran, Bob Gilbert, Lou Hunt, Patti Lyons, Tracee McIntosh, Dutch Nie, Shelley Norris Chapman, Tim Schramm, Katrina Steinsultz, Ryan Wilkinson, Larry Zimmerman.

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
<p><b>Call to Order</b></p> <ul style="list-style-type: none"> <li><b>After Action Report (AAR) – following the 2018 MI-MORT Full Scale Exercise</b></li> </ul>	<p>Larry Zimmerman opened the meeting and introduced himself as the Exercise Coordinator with the Bureau of EMS, Trauma, and Preparedness. The purpose of this conference call was to give the players and planners a chance to debrief following the 2018 MI-MORT Full Scale exercise and to assist in creating the After Action Report (AAR).</p> <p><b>Areas of Focus:</b></p> <ul style="list-style-type: none"> <li>What were the strengths that worked well and to carry forward for future exercise; and</li> <li>Identify areas that need improving.</li> </ul> <p>Once the AAR is written, the Command Staff will review the report in greater detail. Larry hopes to complete the AAR within the next month.</p>	Larry Zimmerman	Share AAR with Command Staff By August 23, 2018.
<ul style="list-style-type: none"> <li><b>Command Staff Response – Tim Schramm</b></li> </ul>	<p>During the exercise Tim Schramm created an observation list, which he read during the hot wash. Larry asked Tim to share his notes during the call and send his notes to him and</p>	Tim Schramm	Share exercise notes with Larry

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
	<p>Shelley Norris Chapman. Tim's notes will be included in the AAR. Larry also updated that he conducted a meeting with the exercise observers and evaluators. Notes from that meeting will also be included in the AAR.</p> <p><b>Tim Schramm's Summary Notes:</b></p> <ul style="list-style-type: none"> <li>• Need a better internal radio communications system for tracking inventory, also a better system for getting checking-in and checking-out scenarios and updates with the Community Health Emergency Communication Center (CHECC).</li> <li>• Need high level exercise planning lists from the Command Staff, such as a list of equipment and training needs.</li> <li>• Written contracts, since there were a lot of facility promises which didn't occur, such as the fire trucks being moved for a larger set-up area for the morgue.</li> <li>• Receive a location map so that all participants understand where all sections are located, which will assist with section cross training.</li> <li>• Further planning and better staffing for areas such as photography and personal effects so that all understand how these sections are used.</li> <li>• Needed sign-in and sign-out sheets for each section, so that everyone is aware of who is here and who has left each section. There were eight people who left a section at one time, and we need to know who is onsite for each section during an emergency.</li> <li>• Remains Management needs 12-14 trackers.</li> </ul>	<p>Command Staff</p> <p>Command Staff</p> <p>Command Staff</p>	<p>Zimmerman</p> <p>Get written contact for building usage</p> <p>Develop sign in and sign out sheets for each section and track attendance</p> <p>Recruit 12-14</p>

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
	<ul style="list-style-type: none"> <li>• DART needs more volunteers.</li> <li>• Pathology, Toxicology diagram forms are needed, some using old school forms.</li> <li>• Some morgue sections didn't have any participants.</li> <li>• There were assumptions that were not correct. Updated protocols will address issues.</li> <li>• One suggestion from Jason Smith, Command Staff evaluator, thought resupplying and supply requests in comparison to the SNS program, had gaps and needed modification. He suggested generation a request form to DPMU so that the chiefs would not have to leave the section. Tracee McIntosh said DART developed a request form a few years ago. Bob Gilbert said the request form was for items out on loan. For items such as pens, requests for resupplying, a new form needs to be developed with sign out and sign in forms. A suggestion was to have a box with immediate items needed set aside for each section, that would require an authorized person for supply check-in and check-out.</li> <li>• Larry questioned Tim on strengths of the exercise. Tim indicated that since this was his first exercise in the Commander role, everything was brand new to him. Tim said it was frustration to him to arrive expecting one thing, and then adapting to another. He appreciated the agile team that were able to make space adjustments on what was available, such as the DPMU team setting part of the morgue up outside. During the initial set up, the DPMU, DART, registration, VIC/MIC teams had lots of curved balls thrown their way.</li> </ul>	Command Staff	<p>volunteers to be trackers</p> <p>Create supply request forms</p>

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
	<ul style="list-style-type: none"> <li>• Tim also thought the Family Assistance Center (FAC) was a great addition.</li> <li>• Tim said that he received positive comments from section chiefs and participants. Everyone found a way to make it work, which would be a reality in a real-world event. In a moment's notice, there will be obstacles and challenges to overcome, and he thought the team did a great job of adapting and overcoming those challenges.</li> <li>• Job that DPMU did to get up and running and packed, amazing work.</li> <li>• Tim questioned Dutch Nie that during the last exercise was he on the phone all the time? Dutch indicated "Yes".</li> <li>• Tim suggested dedicating an hour for Command Staff members to have radio training.</li> </ul>	Jerry Ellsworth	Schedule and conduct Radio Training for command Staff
<ul style="list-style-type: none"> <li>• <b>DPMU Update – Bob Gilbert</b></li> </ul>	<ul style="list-style-type: none"> <li>• Bob Gilbert said the exercise coordination and cooperation was good and section had a lot of staff. Everyone stepped up for repacking and unloading, but the situation was made difficult due to space adaptation and obstacles, which were worked around.</li> <li>• Bob thought DPMU may need more PVC piping, since some pieces were broken during the exercise. Jerry Ellsworth said we were going to salvage some of the pieces and will take care of resupply. Brook Babcock suggested replacing the PCV with stronger materials, such as piping.</li> </ul>	DEPR	Order more PVC piping

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
	<ul style="list-style-type: none"> <li>• Bob said that during a real event, the morgue would not be located outside. He also said the morgue needed more volunteers.</li> <li>• Shelley Norris Chapman said there is an inventory list for DPMU, and one item was more gators.</li> <li>• The DPMU team wants to organize equipment within trailers by section, so that the first things off is the first thing needed. They didn't finish the repacking of the trailers due to time constraints and the trailers needing weight adjustments. Having each trailer arranged by sections would make it easier for the DPMU team in delivering equipment.</li> <li>• Bob Gilbert suggested each section inventory all boxes indicating where the boxes should be placed. Brook Babcock suggested a better inventory software system than Excel, since there were issues updating inventory on the Google drive. Inventory training processes and how to use the current system should be provided. Brook Babcock will discuss further with Bob Gilbert and provided training.</li> </ul>	<p>Shelley Norris Chapman DPMU</p> <p>Brook Babcock</p>	<p>Update inventory lists Reallocate trailer supplies by section</p> <p>Discuss inventory systems with Bob Gilbert.</p>
<ul style="list-style-type: none"> <li>• <b>DART</b></li> </ul>	<ul style="list-style-type: none"> <li>• The DART evaluators were great.</li> <li>• Tracee McIntosh updated there is a broken door issue with one of the trailers. The location of the spare tire made it difficult to access, so it may need to be stored near the hitch.</li> <li>• There are packing corrections that need to be made. Tracee sent updated list of supplies to Shelley Norris Chapman.</li> </ul>	<p>Jerry Ellsworth</p> <p>Shelley Norris Chapman/Allan Marshall</p>	<p>Fix broken door on identified trailer</p> <p>Purchase DART supplies</p>

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
	<ul style="list-style-type: none"> <li>• Institute specific training with gators with trailers.</li> <li>• Tracee made minimal changes on forms.</li>   <li>• DART did not receive ground flags, which were ordered and may have been misplaced</li> <li>• Shelley and Allan are working on updating inventory lists and vendors. It would be helpful to get thumb drive and computer of all forms. Inventory would be easier to updating if there was a computer.</li> <li>• Lou said one thing would be full length awning mounted to the DART trailer would provide additional space. Awning could be purchased from Gillette also for Command Staff trailer. Another issue personal effects transfers.</li> <li>• DART had no issues with Remains Management, location of paperwork was an issue.</li> <li>• No markings on the DART trailers, to indicate who they were. Updating all the trailers is also an issue, with governor name and new MDHHS logo needing replacement. Jerry said they have tried to remove logos, paint, and moving logs, ideas was to go over the top. They will work on issue. DART trailers can have just their log on them.</li> <li>• Tracee updated that responding agency is responsible for personal effects, or a local PD player to participate. Dr. Berman said Kenya was hired to take care of personnel effects.</li> </ul>	<p>Tracee McIntosh</p> <p>DEPR</p> <p>Jerry Ellsworth</p> <p>Jerry Ellsworth</p>	<p>Update inventory lists in Excel. Locate DART ground flags.</p> <p>Get quotes on awnings for trailer</p> <p>Update DART signage on trailers</p>

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
	<ul style="list-style-type: none"> <li>• Team requested an additional exercise for this year if possible. It could be done in the warehouse.</li> <li>• Just in Time supply list will be updated by Tracee.</li> <li>• Tracee will mail to Larry and Shelley list of concerns.</li> </ul>	<p>BETP</p> <p>Tracee McIntosh</p>	<p>Schedule future exercise</p> <p>Mail list of concerns to BETP</p>
<ul style="list-style-type: none"> <li>• <b>Remains Management</b></li> </ul>	<ul style="list-style-type: none"> <li>• In the absence of Roger Simpson, Larry Zimmerman will contact him for feedback. Dr. Gary Berman stated that Remains Management is not a one-person job.</li> <li>• More volunteers and training are needed for trackers. Dr. Berman said that during a real-life incident, there will be many volunteers to assist but may not be the case for exercises.</li> <li>• Tracking positions may be hard to fill since trackers view the remains being transferred. Funeral Directors may be best candidates for tracker positions. Tim Schramm will address this issue during the Michigan Funeral Directors Association (MFDA) conference by making a personal plea to Funeral Directors to fill tracker and family interviewer positions. A request to mortuary program participants will also be made.</li> <li>• Bob Gilbert suggested that some Funeral Directors may not let their employees participate in exercises but may in a real event. This may make it harder to get Funeral Director's participation, which may be a matter of motivation.</li> <li>• Larry updated that during the evaluators and controllers briefing the matter of morgue participants not wearing</li> </ul>	<p>Tim Schramm</p>	<p>Recruit trackers during the MFDA conference</p>

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
	<p>personal protection equipment (PPE) was discussed.</p> <ul style="list-style-type: none"> <li>• Dr. Berman updated that since some morgue participants were outside, he made the decision to not wear PPE. In a real situation, the morgue would not be located outside, in fact, nothing leaves outside the morgue due to decontamination.</li> </ul>		
<ul style="list-style-type: none"> <li>• <b>Morgue Operations</b></li> </ul>	<ul style="list-style-type: none"> <li>• Everyone in this section is an expert in their field.</li> <li>• Equipment Resource issues: how did you interact as a complete unit.</li> <li>• Triage and Admitting according to the Exercise Plan.</li> </ul>		
<ul style="list-style-type: none"> <li>• <b>Radiology</b></li> </ul>	<ul style="list-style-type: none"> <li>• Katrina Steinsultz said one thing she noticed during the MI-MORT exercise three years ago was there was a backlog of between 8-10 people waiting to use the radiology equipment. Because of this issue, Katrina bought a new radiology machine to demonstrate during the 2018 MI-MORT exercise.</li> <li>• Katrina appreciated the radiology exercise participant's flexibility, but said that in a real incident, the equipment needs to work in a closed area. This equipment being located on the outside in a real incident should never happen again.</li> <li>• Katrina also indicated the need for a protocol or radiology process for the different types of remains developed. Her concerns were "Do you want all bones x-rayed?" or "How to process partial remains?" She will contact colleagues in her field to help create the new protocols.</li> </ul>	<p>Karina Steinsultz</p>	<p>Develop radiology protocol</p>

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
	<ul style="list-style-type: none"> <li>• She said that for the radiology department, there were lots of positives and everyone worked well together.</li> <li>• One issue was the radiologist's handwriting was hard to read. She suggested that since most doctors use voice transcription, this may be one way to assist with the issue.</li> <li>• Larry questioned whether there was information on how the new unit radiology system worked vs. the old system. Shelley Norris Chapman said she has data from the 2015 exercise and will include it in a new report.</li> <li>• Katrina said the waiting process was cut in half. During the 2015 exercise there were 8 people waiting, so they went to other sections.</li> <li>• Shelley Norris Chapman and Allan Marshall are working on data to present to prove the case for purchasing the newer system, rather than updating the current system.</li> </ul>	Shelley Norris Chapman/Allan Marshall	Research new x-ray equipment funding sources
<ul style="list-style-type: none"> <li>• <b>Pathology</b></li> </ul>	<ul style="list-style-type: none"> <li>• The term NAME Standards may be MAME (MI) and not (National) in the full autopsy document.</li> <li>• Shelley Norris Chapman updated that the document was taken from the FEMOR (Florida) document.</li> <li>• Dr. Berman will check with Dr. DeJong on the accuracy of the term.</li> </ul>	Dr. Berman	Clarify NAME or MAME terminology
<ul style="list-style-type: none"> <li>• <b>Odontology</b></li> </ul>	<ul style="list-style-type: none"> <li>• Dr. Berman said that everything in this section went well, but he anticipated a larger group participating, since there are sixty people on the team.</li> <li>• The sensor unit in the DEXIS system is old and uses XP, which no longer has a service agreement, and is a 16-bit</li> </ul>	Shelley Norris Chapman/Allan Marshall	Research DEXIS sensor unit replacement options

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
	<p>sensor system, which may require an upgrade.</p> <ul style="list-style-type: none"> <li>Shelley Norris Chapman and Allan Marshall are researching replacements. There is a trade-in program available which is also being investigated.</li> </ul>		
<ul style="list-style-type: none"> <li><b>Anthropology/DNA</b></li> </ul>	<ul style="list-style-type: none"> <li>Dr. David Foran said everything went well for this section, even though they were missing equipment which was eventually found.</li> <li>This section is on track.</li> </ul>		
<ul style="list-style-type: none"> <li><b>Medical Examiner (ME)</b></li> </ul>	<ul style="list-style-type: none"> <li>Since the evaluator for the ME section, Cameron Taylor, did not provide feedback. Larry Zimmerman will contact him for his report.</li> <li>The ME did a briefing in the Family Assistance Center (FAC).</li> <li>Dr. Berman felt this section was ready, morgue operations was ready, and he feels confident this section is ready.</li> <li>Dr. Berman relayed one comment from Dr. Schmidt, that even though the Wayne County Medical Examiner office is shorthanded, Dr. Schmidt felt the MI-MORT team could assist them during a mass fatality incident and he was pleased with what he saw.</li> <li>Chief Samuels and Dr. Schmidt had good reviews on the exercise and they both benefited by attending and witnessing how well the team worked and came together.</li> </ul>	Larry Zimmerman	Contact Cameron Taylor for ME evaluator feedback
<ul style="list-style-type: none"> <li><b>VIC/MIC</b></li> </ul>	<p><b>MIC</b></p> <ul style="list-style-type: none"> <li>Rick Drummer said this was his first time working in the</li> </ul>		

TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
	<p>MIC, so he wrote operational objectives and verifications.</p> <ul style="list-style-type: none"> <li>• Ryan Wilkinson sent people from the VIC to assist with data entry since he was understaffed.</li> <li>• Participants were requesting numbers from the MIC, which Rick provided. Rick later found out the computer assigned numbers can't be changed and Morgue Reference Number (MRN) numbers and routing numbers were different.</li> <li>• Rick suggested having team members enter data as soon as possible to avoid issues.</li> <li>• Rick also suggested a better system for reading the doctor's handwriting since it was difficult to decipher.</li> <li>• Uploading data from the VIC to the MIC worked well, but there were matching issues. They matched 90% MRN with two victim's record management data.</li> <li>• Another issue was office supplies were not available for the team to begin reporting. He suggested a white board for signage to be added to the supply list. He will share his notes with Larry Zimmerman.</li> <li>• The Incident Management process worked well.</li> </ul> <p><b>VIC</b></p> <ul style="list-style-type: none"> <li>• Ryan Wilkinson, VIC, was quite impressed with the interviewers who handled the entire process very well.</li> <li>• More data entry training and participants are needed since there were data numbering and matching issues.</li> <li>• Ryan thought the FAC process, which was new, went</li> </ul>	<p>DEPR</p> <p>Rick Drummer</p>	<p>Add white board to supply list.</p> <p>Share notes with Larry Zimmerman</p>



TOPIC	DISCUSSION	RESPONSIBILITY	ACTION
<ul style="list-style-type: none"> <li>• <b>Reimbursements for Mileage and Hotel expenses</b></li> </ul>	<p>Chapman arranging for caterers, including coffee, for the entire team. Another logistic issue was no kitchens were available to use for refrigeration or storage.</p> <ul style="list-style-type: none"> <li>• This presented logistical refreshment supply issues which required additional man hours and expenses to an already massive refreshment logistics issue.</li> <li>• Shelley created a refreshment supply formula for supporting the team, based on smaller groups of 20.</li> <li>• The administration and finance levels of the MI-MORT team are responsible for registrations, badging, food, inventory, and accommodations. Not having a dedicated on-site PCard during the exercise, identifies a gap.</li> <li>• All reimbursements have been submitted to the Michigan Funeral Directors Association (MFDA), for payment.</li> <li>• Invoices are currently being paid by Theresa West of the Michigan Funeral Directors Association (MFDA).</li> </ul>		
<ul style="list-style-type: none"> <li>• <b>Technology Update</b></li> </ul>	<ul style="list-style-type: none"> <li>• Brook Babcock updated some MI-MORT technology.</li> <li>• Brook suggested if a decision is made to purchase equipment, such as larger monitors, to keep in mind that some equipment does not transfer well in trailers.</li> <li>• Brook found a touch screen (19-36") monitor that can be sanitized and suggested purchasing one unit per section.</li> <li>• Another suggestion was to purchase projection screens, but Katrina Steinsultz said that might reduce the quality of images, especially for x-rays, depending on what it is being projected on to.</li> </ul>	Command Staff	Consult Brook Babcock for technology purchases

